

**2nd CORRECTION**of JOINT DETERMINATION 95017  
**2nd CORRECTION**of CIVILIAN TRAVEL DETERMINATION 95010

29 September 1995

TO: COMMITTEE SECRETARY, PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE  
COMMITTEE

SUBJECT: Changes to the Joint Federal Travel Regulations (JFTR), Volume 1 and the Joint Travel  
Regulations (JTR), Volume 2

REFERENCES: (a) Department of Defense Directive 5154.29, 9 March 1993  
(b) Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members  
(c) Joint Travel Regulations (JTR), Volume 2, Department of Defense Civilian Personnel

By virtue of the authority vested in the Secretaries of the Uniformed Services, the attached changes to reference (b) and (c) are approved and announced. The date of this determination is the date on which the attached changes were approved by the Committee Chairman. This determination is effective for travel under the Simplified Travel Entitlements, using approved test plans, and beginning on or after 1 October 1995.

You are directed to disseminate this determination to the appropriate headquarters and field agencies of the Uniformed Services immediately concerned and to cause this change to be reproduced in the JFTR/JTR at the earliest possible date.

This determination affects JFTR, Vol 1, par. U1039, Appendix O of reference (b) and par. C1000, and Appendix K of reference (c).

/s/ J. P. MCLAURIN  
Acting Deputy Assistant Secretary  
of the Army (MPM&EOP)

/s/ W. C. DONNELL  
RADM, USCG  
Chief, Office of Personnel  
and Training

/s/ K. S. HEATH  
Deputy Assistant Secretary  
of the Navy (Manpower and  
Reserve Affairs)

/s/ W. L. STUBBLEFIELD  
RADM, Director,  
NOAA Corps

/s/ R. B. DEMESME  
Deputy Assistant Secretary  
of the Air Force (FM&P)

/s/ A. F. MARLEY  
Acting Surgeon General, USPHS

CERTIFIED TO BE A TRUE COPY

Attachment  
MAP Item 5-95C/CAP Item 11-95C  
Corrected pages 13 & 17

S. W. WESTBROOK  
Colonel, USA  
Director

NOTE: This determination will appear in printed change #108 of the JFTR, Volume 1, and printed change #362 of the JTR, Volume 2, dated 1 December 1995.

**JFTR, VOLUME 1, REVISED BY ADDING NEW PARAGRAPH U1039:****U1039 DOD TEST OF SIMPLIFIED TRAVEL ENTITLEMENTS**

Temporary duty (TDY)/temporary additional duty (TAD) for members assigned to DoD Components listed in the following table are governed by the simplified travel entitlement rules in Appendix O. The entitlements in Appendix O apply to travelers provided travel services under DoD's reengineered travel delivery system test at the following organizations. Appendix O entitlements are effective on or after the effective date indicated for the location concerned. That date is determined by approval of the delivery system at the activity.

**ACTIVITIES AUTHORIZED TO USE APPENDIX O**

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft Leavenworth, KS Forces Command, Ft McPherson, GA U.S. Army Europe, U.S. Army Military Community, Stuttgart, GE U.S. Army Missile Command, Huntsville, AL Corps of Engineers (Waterways Experiment Station, Vicksburg, MS and Ohio River Div., Cincinnati, OH) Hq Army Audit Agency, Alexandria, VA Hq, Army Materiel Command, Alexandria, VA	When delivery system approved
U.S. Navy	PSA, Norfolk, VA (Selected operational units to be supported) Hq NAVAIR, Arlington, VA Naval Command, Control and Ocean Surveillance System Center, (RDT&E), San Diego, CA NPGS, Monterey, CA Naval Undersea Warfare Center Div, Newport, RI Hq, CINCPACFLT, Pearl Harbor, HI	When delivery system approved
U.S. Marine Corps	Marine Corps Combat Development Command, Quantico, VA Marine Corps Air Station, Cherry Point, NC Marine Corps Air Station, Beaufort, SC Marine Forces Reserve, New Orleans, LA	When delivery system approved
U.S. Air Force	11th Wing, Bolling AFB, Washington, D.C. Dover AFB, DE Petersen AFB, CO Randolph AFB, TX Air Combat Command HQ and 1st Wing, Langley AFB, VA	When delivery system approved
Washington Headquarters Services	Supported organizations to include OSD, AFIS, DMPA, Defense POW/MIA, DTSA, and DSAA.	When delivery system approved
Defense Commissary Agency (DeCa)	Hqs and Operations Center, Provisional, Ft Lee, VA	When delivery system approved
Defense Finance and Accounting Service	Kansas City Center, Kansas City, MO	When delivery system approved
Defense Logistic Agency	Administrative Support Center, Cameron Station, Alexandria, VA	When delivery system approved
Defense Mapping Agency	Multiple locations - all DMA components	When delivery system approved
Defense Nuclear Agency (DNA)	Alexandria, VA	When delivery system approved
Organization of the Joint Chiefs of Staff	Washington, DC	When delivery system approved

**JTR, Volume 2, par. C1000-A, Item 1 Revised to add Item 5 after Item 4. Also, new Item 5 added:  
Item 5. DOD TEST OF SIMPLIFIED TRAVEL ENTITLEMENTS**

Temporary duty (TDY)/temporary additional duty (TAD) for civilian employees assigned to DoD Components listed in the following table are governed by the simplified travel entitlement rules in Appendix K. The entitlements in Appendix K apply to employees provided travel services under DoD's reengineered travel delivery system test at the following organizations. Appendix K entitlements are effective on or after the effective date indicated for the location concerned. That date is determined by approval of the delivery system at the activity.

**ACTIVITIES AUTHORIZED TO USE APPENDIX K**

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft Leavenworth, KS Forces Command, Ft McPherson, GA U.S. Army Europe, U.S. Army Military Community, Stuttgart, GE U.S. Army Missile Command, Huntsville, AL Corps of Engineers (Waterways Experiment Station, Vicksburg, MS and Ohio River Div., Cincinnati, OH) Hq Army Audit Agency, Alexandria, VA Hq, Army Materiel Command, Alexandria, VA	When delivery system approved
U.S. Navy	PSA, Norfolk, VA (USS E.S. Land; and CINCLANTFLT (N00IG, N02; N6; and N1)) Hq Naval Air Systems Command, Arlington, VA Naval Command, Control and Ocean Surveillance Center, RDT&E Division, San Diego, CA Naval Post Graduate School, Monterey, CA Naval Undersea Warfare Center Div, Newport, RI Hq, CINCPACFLT, Pearl Harbor, HI	When delivery system approved
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC Marine Forces Reserve, New Orleans, LA	When delivery system approved
U.S. Air Force	11th Wing, Bolling AFB, Washington, D.C. Dover AFB, DE Petersen AFB, CO Randolph AFB, TX Air Combat Command HQ and 1st Wing, Langley AFB, VA	When delivery system approved
Washington Headquarters Services	Supported organizations to include OSD, AFIS, DMPA, Defense POW/MIA, DTSA, and DSAA.	When delivery system approved
Defense Commissary Agency (DeCa)	Hqs and Operations Center, Provisional, Ft Lee, VA	When delivery system approved
Defense Finance and Accounting Service	Kansas City Center, Kansas City, MO	When delivery system approved
Defense Logistics Agency	Administrative Support Center, Cameron Station, Alexandria, VA	When delivery system approved
Defense Mapping Agency	Multiple locations - all DMA components	When delivery system approved
Defense Nuclear Agency (DNA)	Alexandria, VA	When delivery system approved
Organization of the Joint Chiefs of Staff	Washington, DC	When delivery system approved

**JFTR, APPENDIX O/JTR, APPENDIX K**  
**Chapter 4 (Test)**  
**Temporary Duty (TDY) Travel Entitlements**

**T4000 Introduction.** This Chapter describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1000, Item 5. This Chapter covers travel for business, travel for schoolhouse training, and deployment or group travel. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of Reservists, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See par. U4102-L for rules on per diem for military members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4503. TDY performed as part of a PCS move will continue to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Chapter apply equally to uniformed members and DoD civilian employees. In this Chapter, “authorizing official” or “AO” means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Chapter are found in par. T4070. These provisions shall not be supplemented.

**T4010 Reimbursement Rates.** Rates for private vehicle mileage reimbursement are listed in JFTR, par. U3305, and JTR, par. C4651-B1a. Government mess food and operating expense rates are found in JFTR, par. U4125-A3b, and JTR, par. C4554. Per diem rates by location showing the lodging, meals and incidental expense components are published in JFTR, Appendices B and D and JTR, par. C4553-C2a and Appendices A and E, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates are also available from the Commercial Travel Office (CTO).

**T4020 TDY Travel Policy**

*A. Criteria for TDY Travel* TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs will choose that method.

*B. Traveler Rights and Responsibilities*

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money.

2. Travelers will be provided transportation, lodging, and food, or they will be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs will authorize reimbursement for other travel-related expenses appropriate to the mission.
3. Travelers should arrange commercial transportation, rental cars (if authorized), and government and commercial lodging through the CTO or in-house travel arranger. Government transportation is arranged through the transportation office (TO), unless the CTO provides this service. The CTO will provide round-the-clock service by a toll free telephone number, and will estimate the total cost for the trip (a “should-cost” estimate) forming the basis of the reimbursement.
4. Travelers should only make their own arrangements in unusual circumstances where they cannot communicate with their CTO in time to accomplish the mission. In this situation, travelers should deal directly with transportation companies, hotels, and rental vehicle companies, asking for the government discount. *If the traveler uses a travel agency that is not under government contract, reimbursement is not authorized* Travelers who purchase transportation services with cash (that is, other than through the CTO or with the government travel card) must forward the ticket coupon, and/or the receipt for the cost of transporting excess baggage, with the Trip Record for reimbursement. Travelers are to travel by coach class, unless a medical condition or mission timing requires premium class. Transportation should be purchased only from American transportation companies, even if their fares are higher than foreign companies. A traveler who uses premium class or a foreign transportation company must convince the AO of the mission justification for reimbursement. Travelers should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, or to get alternate arrangements.
5. Travelers will be advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they will be reimbursed.
6. Travelers will have use of a government-sponsored, contractor-issued travel (charge) card. With it, they should only charge expenses incident to official travel (i.e., lodging, transportation, rental cars and meals). Cash (travel advance) is obtained through the ATM withdrawal feature of the card for travel-related expenses that cannot be charged. ATM withdrawal is not an option when a unit charge card is used.
7. Travelers should submit an expense report every 30 days when the TDY is over 45 days. This will ensure travelers are paid for expenses in about the same time as charge card bills are received.
8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8(series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seat if additional costs would be incurred by the government or if it would affect the mission.

9. Frequent traveler benefits received for transportation paid for by the government belong to the government and cannot be used for personal travel. They can be used for official travel and for upgrades (but not to first class air) if the AO authorizes the upgrade.

10. Travelers will be treated as honest, responsible customers as long as they follow the rules in this regulation. JFTR, par. U2505, and JTR, par. C4352, apply when a fraudulent claim is submitted.

#### **T4030 Getting There and Back (Transportation Entitlements)**

A. *Type of Travel* The AO may direct travel by any mode (e.g., government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. *If a certain mode is directed and another mode is used, reimbursement is not authorized.*

B. *Commercial Transportation* The CTO must arrange commercial transportation in accordance with law, government policies, agreements and contracted rates using American flag carriers and coach accommodations whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler's Service or Agency Headquarters may authorize reimbursement for first-class accommodations.

C. *Rental Vehicles (Includes Aircraft)*. When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tiedown fees, and transportation to and from the rental facility. When possible, the CTO reserves a rental vehicle from a government contracted agency; the contract includes collision damage waiver coverage in the rental rate, and additional coverage should, therefore, be declined. Travelers will not be reimbursed for the extra cost if it is not declined. When the standard size rental, compact cars, will not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles are adjudicated through the respective Judge Advocate General.

#### **D. Government Transportation**

1. The TO will arrange international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.

2. The TO will provide government ground transportation. (Within the Navy, government vehicles are obtained directly from the providers, normally Public Works.) Only use government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use government servicing for the vehicle whenever possible. When government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. *Private Vehicle* When use of a private vehicle is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile but the amount will be limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate will not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred.

F. *Rest Stops*. Normally, travelers will not be required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. Rest stops will not exceed 24 hours.

G. *Insurance Coverage in Foreign Areas*. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, government, or private vehicle used for official travel.

H. *Allowable Travel Days*. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time will be used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates will be used. When travel by private, rental or government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from permanent duty station (PDS) to TDY stop) requiring an overnight stay.

I. *Authorized Trips Home During Extended Business TDY* Services or Agencies may permit round-trip transportation, and per diem en route, for a traveler who routinely travels on business TDY for periods of more than three weeks, to return periodically to the PDS or home for nonworkdays.

J. *Voluntary Return Home During Intervening Weekend/Holidays* If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the government would have paid had the traveler remained at the TDY location.

**T4040 Living Expenses (Per Diem Entitlements)** The “Lodging Plus” method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for meals and incidental expenses (M&IE). Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers can also be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

## ***A. Lodging Overnight Required - Business Travel Standards***

### ***1. Sleeping***

a. The CTO will make lodging reservations and reflect the estimate of their cost (including taxes) on the Trip Record.

b.<sup>1</sup> *If TDY is to an installation, adequate available quarters are to be used or the traveler will not be reimbursed for lodging.* This doesn't apply during any fiscal year the traveler is expected to be on TDY more than one half of the work year. The commander responsible for the quarters determines adequacy of quarters. Only adequate quarters will be offered through the reservation system. Quarters will not be considered available for the mission if the AO determines use of quarters would adversely affect mission performance. If quarters aren't used, a lodging cost will be reimbursed only if the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process), or the AO's reason for determining use of government quarters would not meet mission requirements.

c. If government quarters are not available, reimbursement is authorized for the actual cost of lodging, based on the single occupant rate, up to the maximum for the TDY site or stopover location. If the CTO can find only lodging that costs more than the published maximum rate, the AO may authorize the higher amount such that the lodging cost and the M&IE do not exceed 150% of the published maximum rate (lodging plus M&IE) in CONUS. For TDY in overseas areas, the AO may authorize up to the higher of 150%, or the maximum locality rate (lodging plus M&IE) plus \$50. For uniformed members on TDY overseas, an additional amount may be authorized by PDTATAC, but only up to 300% of the published rate if requested after the trip. See JFTR, par. U4210-B3, for specifics. The CTO will put these rates on the Trip Record, so the traveler will know the allowed maximum. The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts above \$75.

d. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

e. If the traveler will be on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy isn't exercised); utilities connections, use and disconnection fees; cleaning fees; and telephone monthly use fees, but not toll charges. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which don't accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

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<sup>1</sup>This paragraph will be replaced by the following upon repeal of 10 U.S.C. 1589: "The AO may direct use of government quarters, if they are available. If use of government quarters is directed and other lodging is used, reimbursement is limited to the government quarters cost."

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs will be prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

## 2. *Eating*

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the first TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO directs use of available government mess. A government mess will be considered available only if all meals on a given day are available and government lodging on an installation is available<sup>2</sup>When a government mess is available, the entitlement is the amount of the food and operating expense cost, plus the incidental expense portion of the M&IE. When actual mess availability differs from the pre-trip information, the AO may authorize adding back in the difference between the food and operating expense cost and the full M&IE for the meals that were not available. The traveler must indicate on the expense report portion of the Trip Record how many meals by type (breakfast, lunch, or dinner) were not available and the date they weren't available.

c. Entitlement to the meals portion of the M&IE is reduced when meals, other than meals included in air fares or from friends or relatives, are received at no cost or have been purchased by the government through some means such as a registration fee. This does not apply on travel days to and from the PDS. The reduction will be the rate for the meal involved based on the applicable location per diem rate. The traveler must indicate on the Trip Record how many meals by type (breakfast, lunch, or dinner) were free or purchased by the government and the dates.

3. *Incidental Expenses (IE)*. Travelers are paid an allowance for the small additional expenses, such as tips and laundry, incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The daily IE entitlement overseas is \$3.50 when staying in government quarters; otherwise, the entitlement is the IE rate for the applicable locality per diem

## 4. *Other Reimbursable Expenses*

a. *Getting Around the TDY Location* Reimbursement is authorized for necessary travel at the TDY location. This includes travel from the transportation terminal to the lodging and back, one round trip per day from the lodging to place of duty, trips to eat, and trips between duty locations. If a rental car is not authorized, the traveler is entitled to reimbursement for the cost of using public transportation. If private vehicle use is authorized, the entitlement for reimbursement is the standard mileage rate times the miles driven for the necessary travel around the TDY location. Travelers must note the required miles driven on the Trip Record.

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<sup>2</sup>Upon repeal of 10 U.S.C. 1589, this sentence will be changed to read: "A government mess will be considered available only if all meals on a given day are available and government lodging on an installation is directed and available."

b. *Other Expenses on the Trip* The AO will authorize reimbursement for other necessary travel-related miscellaneous expenses necessary to the successful completion of the mission. They include, but are not limited to, dual lodging costs, the cost of travelers' checks, ATM fees for travel advances on the government travel card, cost of passport photos, passport and visa fees when a regular fee passport is required, official local and long distance phone calls, currency conversion fees, airport taxes, authorized excess baggage transportation costs, tips for taxis and limousines, boarding fees, and conference registration fees. Transportation costs to and from the transportation terminal in the area of the PDS, to include parking at the terminal, are reimbursable not to exceed the cost of taxi fare to and from the terminal. Uniformed members may be reimbursed for customary tips for handling baggage at transportation terminals. Travelers may be reimbursed for tips for handling government property at terminals or hotels. The AO may also authorize reimbursement for other necessary incidental expenses when they are clearly in the interest of the government. For example, an AO may consider certain phone calls to the traveler's home or family while on the trip as official if the AO considers the calls to be in the government's interest. If such calls are considered in the government's interest, the AO will establish the reimbursement ceiling for the calls. Travelers should find out what telephone dollar limit the AO has set before they leave on the trip. Travelers must itemize these types of expenses on the Trip Record.

#### ***B. Lodging Overnight Required - Schoolhouse Training Standards***

1. Schoolhouse training standards are the same as for business travel, except that for training, the training location commander decides if use of government quarters would adversely affect the training mission (par. T4040-A1b) and if use of government mess is required.
2. In some situations, the Service Secretary may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires government messing. When EUM applies, enlisted members are not entitled to BAS<sup>3</sup> get incidental expense reimbursement, and get meals without charge. Officers get BAS, incidental expense reimbursement, and pay the food cost for meals (no operating expense). Civilians get incidental expense reimbursement and reimbursement for the food cost including the operating expense.
3. The Trip Record will indicate mess availability and EUM. When actual mess availability differs from the pre-trip information, the AO may authorize reimbursement for the difference between the food and operating expense cost and the full M&IE rate for the meals that were not available. The traveler must note on the Trip Record how many meals by type (breakfast, lunch, or dinner) were not available.

***C. Lodging Overnight Required - Standards for Deployment, Group Travel and TDY Aboard Vessels.*** Other reimbursable expenses (par. T4040-A4) are authorized in the same manner as for business travel. The AO may authorize payment for meals or lodging when the traveler is required to purchase these items when not entitled to per diem. Payment is the standard meal per diem for the type of meal involved (breakfast, lunch, or dinner) and the actual cost of lodging up to the

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<sup>3</sup>BAS entitlements and rates are established and governed by DoD Military Pay and Allowances Manual, Part Three, Chapter 1, Section B, or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

maximum rate for the locality concerned. See par. T4040-Ac if the lodging cost exceeds the maximum rate.

1. Group, as opposed to individual, travel includes travel away from the PDS during which the mission requires control of the group of travelers. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. No per diem is payable for group travel. Meals are provided without charge to enlisted travelers, officers pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Group travel must not be used simply to save travel funds.

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything normally associated with per diem is furnished without charge. Per diem is not payable during field duty. Lodging is provided and meals are provided without charge to enlisted members; officers pay the food cost without operating expense; civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food.

3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or Joint Task Force (JTF) commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on entitlement to per diem and BAS.

#### 4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Enlisted travelers will not receive BAS and will be provided meals at no charge. Officers will not get per diem, still get BAS, and pay for their meals in the same manner as the ship's company officers. Civilians will get reimbursement for the amount paid for food.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a vessel and incurs an expense for other than government meals. This usually involves TDY aboard foreign or commercial vessels. The AO may establish a per diem allowance equal to the daily expenses. Enlisted travelers remain entitled to per diem and, consequently, BAS.

## **DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS**

### **SUBSIST ASHORE**

<b>TDY OPTION</b>	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>BAS<sup>1</sup></b>	<b>REMARKS</b>
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Yes	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals - Permanent U.S. Installation	Lodging and M&IE	Yes	Member/Employee Pays for Lodging and Full Meal Rate <sup>2</sup> for Government Meals
	Government Lodging and Government Meals - Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Yes	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate <sup>3</sup>
	Government Lodging and Commercial Meals	Lodging and M&IE	Yes	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals	Lodging and M&IE	Yes	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Enlisted - No Officer - Yes	Enlisted Pays Nothing for Meals Officer Pays for Government Meals at Discount Meal Rate Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Enlisted - No Officer - Yes	Enlisted Pays Nothing for Meals Officer Pays for Government Meals at Discount Meal Rate Civilian pays for Government Meals at Full Meal Rate

### **SUBSIST ABOARD GOVERNMENT VESSEL**

	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>BAS<sup>1</sup></b>	<b>REMARKS</b>
TDY	Government Lodging and Government Meals	No	Enlisted - No Officer - Yes	Enlisted Pays Nothing for Meals Officer Pays for Meals Civilian Pays for Meals

<sup>1</sup>Members are paid BAS as a consequence of the category of TDY order received. Civilians do not receive BAS. For latest BAS entitlements and rates, see DoD Military Pay and Allowances Manual, Part Three, Chapter 1, Section B or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

<sup>2</sup>Full Meal Rate = Food costs plus operating expenses.

<sup>3</sup>Discount Meal Rate = Food costs only.

<sup>4</sup>Members/employees deployed who are ordered to subsist ashore -- see "Subsist Ashore" (above table) for order type and payment guidelines.

Table 1. Deployment - Joint Operations TDY Options

## **D. Lodging Overnight Not Required**

1. *Transportation.* Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler doesn't drive to work every day, the traveler will be reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles.

2. *Meals.* Law doesn't permit payment to a traveler for meals within the boundaries of the traveler's PDS. For travel outside the limits of the PDS, the AO may authorize payment for meals when uniformed travelers spend more than the cost of normal meal arrangements. Payment is the standard meal per diem for the type of meal involved (breakfast, lunch, or dinner) for the location visited. If travel is to several locations with different per diem rates, payment will be based on the highest rate. For civilian travelers, no per diem is authorized when the TDY is 10 hours (or employee's normal workday plus 2 hours) or less. When the TDY is more than 10 hours, reimbursement will be on a quarter-day basis under JTR, par. C4553-D1.

## **T4050 Taking a Typical Business Trip**

### **A. Before the Trip**

1. *Getting a Cost Estimate* Travelers should get a CTO should-cost estimate for the trip. It's the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the entitlement maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate will also reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.

2. *Tailoring the Trip* The AO will decide if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. *Getting Authorization for Travel* The AO will authorize the TDY, the arrangements, and obligate funds to pay for the trip. The CTO will update the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

4. *Getting the Travel Packet.* The CTO will give the traveler the Trip Record with the confirmed reservations and commercial transportation tickets. The TO provides the documents needed for government transportation if the CTO does not provide this service. Travelers should guard tickets carefully. *If they are lost or stolen, the traveler will have to buy replacements and will not be reimbursed until the government is refunded by the transportation company for the unused tickets.* Also, travelers must return unused transportation tickets to the CTO.

5. *Paying for Arranged Services and Getting Cash to Pay for Expenses While Traveling* The CTO will charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other expenses incident to official travel on their individual or unit government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual government travel card to obtain cash advances or travelers checks. Advances aren't an option on unit travel cards.

### **B. During the Trip**

1. *Changing Plans.* If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO will update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler will be reimbursed only for changes the AO approves on the Trip Record.

2. *Receipts.* Travelers will keep all receipts for lodging and receipts for any individual official travel expense above of \$75 or more

### **C. After the Traveler Returns**

1. *Filling out the Expense Report.* A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler will not have to write a check to the travel card company for official expenses charged.

2. *Getting it Approved* The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. *Turning in the Expense Report* A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid will be the amount the AO approves.

4. *Random Audits.* Random audits of travel expense reports will be conducted.

## **T4060 Authorizing Official's Responsibilities**

**A. General.** Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO will determine the purpose of the travel (see JTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO will provide other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO will have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they don't have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

### **B. What's Allowable and Not Allowable**

#### **1. Transportation**

a. *What AOs may direct.* AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it's essential to mission success.

b. *Options on use of contract flights.* The CTO will use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:

(1) Seating space on the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;

(2) The contract carrier's flight schedule does not operate during normal working hours; or

(3) A fare, that is available to the general public, is less than the contract fare and would result in lower total cost to the government.

The AO will record the rationale for not using contract flights on the Trip Record.

c. *Authorizing Accommodations Above Coach Class* When mission requirements dictate, AOs may authorize premium (but less than first) class travel accommodations for the following reasons (the reason must be recorded on the Trip Record):

- (1) Available coach class accommodations will not allow timely mission completion;
- (2) A traveler's documented medical condition requires use of premium class accommodations;
- (3) Security or exceptional circumstances make use essential to accomplish the mission;
- (4) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;
- (5) An overall savings will be realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations; or
- (6) The origin or destination is outside CONUS, the scheduled flight time (including stopovers) exceeds 14 hours, and the mission requires duty performance soon after arrival without a rest period. (When premium class is authorized for this reason, the AO is not to authorize a rest stop en route or a rest period upon arrival at the duty site.)

AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

- (1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;
- (2) A documented medical condition of the traveler requires use of first-class; or
- (3) Exceptional security circumstances exist.

d. *Using American Flag Carriers* Travelers must use an available U.S. carrier when traveling in foreign areas or between the U.S. and a foreign area, even if the U.S. carrier fare is higher than a foreign carrier's fare. A foreign carrier will not be used unless a U.S. carrier cannot provide the needed transportation or the use of a U.S. carrier would not accomplish the mission. In such cases, the AO may authorize the use of a noncontract foreign carrier. The AO may not consider the rank or grade of the traveler, traveler preference, or traveler convenience in deciding, and must record the rationale for permitting use of a foreign carrier on the Trip Record.

U.S. flag carriers are not considered “available” if:

- (1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- (2) Use of a U.S. flag carrier would require the traveler to wait six hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- (3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
- (4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;
- (5) The travel can only be financed with excess foreign currency and available U.S. flag carriers will not accept the currency;
- (6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or
- (7) Transportation on a foreign carrier is fully paid by a foreign government, international agency or other organization; see DoD 5105.38M, par. 20202-C3e when travel is on Security Assistance Business.

e. *Travel Involving Leave or Personal Convenience Travel* The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE will be borne by the government. For civilian travelers, the rules in JTR, par. C4563-C, apply. Do not permit a TDY trip that is an excuse for personal travel.

2. *Lodging Selection.* The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it's consistent with mission requirements and cost effectiveness.

3. *Rental Cars.* The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

4. *Authorized Trips Home During Extended Business TDY* AOs may authorize return trips to the PDS or home only when such trips are authorized for a Service or Agency, and only when travel funds are available to support the travel expenses.

The Service Secretary or the Agency Head must determine that the costs of such periodic return travel are outweighed by the savings. The length and purpose of the TDY assignments, the distance of the return travel, increased member or employee efficiency and productivity, and reduced costs of recruitment and retention are to be considered. An analysis must be conducted at least every other year.

The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business TDY.

5. *Phone Calls to Home or Family During TDY* The AO may consider certain calls to home or family made by the traveler as in the government's best interest. Such calls may be to advise of the traveler's safe arrival, inform or inquire about medical conditions, and any changes in itinerary. AOs must limit this to a dollar amount.

6. *Travel Expense Report.* The Trip Record contains the expense report. AOs must review their traveler's expense report as soon after receiving it as possible. AOs are to examine the amounts claimed, all receipts for lodging receipts for amounts claimed above of \$75 or more, or a signed statement why a receipt is not attached. The AO's signature on the expense report indicates the travel was taken, the required receipts were reviewed, the charges seem reasonable, it serves as certification that phone calls authorized for reimbursement are considered in the government's best interest, and it is the approval for payment of the authorized expenses, subject to random selection and examination of the expense report and required receipts by the paying office.

7. *TDY from Leave.* AOs may direct someone to perform TDY while on leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. *Shipment or Storage of Household Goods (HHG).* AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, Chapter 6.

9. *Lower or No Per Diem Rates.* There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in JFTR, par. U1110, and JTR, Chapter 1. Lower per diem rates can only be established ~~before~~ before travel begins.

10. *Allowable Travel Days.* The CTO will compute the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs

should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. *TDY Within the Limits of the PDS.* Under the law, per diem may not be authorized when travel is performed within the limits of the PDS, except: a) under emergency circumstances that threaten injury to human life or damage to government property when authorizing per diem is the only method to handle the situation; and, b) payment for meals and lodging purchased by uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement. Payment is the standard meal per diem for the type of meal involved (breakfast, lunch, or dinner) or the actual cost of lodging up to the maximum rate for the PDS. The rationale is to be noted on the Trip Record.

12. *TDY Aboard Vessels.* Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

13. *Additional Allowable Travel Expenses for an Employee with a Disability* AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. *TDY Canceled or Modified* When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. *Time Limits on Length of TDY* TDY is limited to no more than 6 months at any one location (except as noted in JFTR, par. U1036), unless an extension has been approved by the Service or Agency Headquarters, or the Commander/Vice Commander of Unified and Specified Commands. See JFTR, par. U1110 and JTR, Chapter 1 for the Service point of contact. The 6 month limit does not apply to people who are TDY to units deployed afloat. See Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year. A school of more than 20 weeks duration is a PCS for military members.

16. *Movement of Employees' Dependents and HHG to Training Location* If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG will be in accordance with JTR, Chapters 7 and 8. Private vehicle mileage will be reimbursed under JTR, par. C4250.

17. *Termination of Per Diem When Traveler Dies While on TDY* When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

## T4070 TDY Glossary

**Authorize** The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Chapter with “approve.”

**Government travel card** This is the government-sponsored, contractor issued travel charge card.

**Must, Shall, Should, May, Can, Will.** The following definitions from DoD 5025.1-M apply:

<u><i>Helping Verb</i></u>	<u><i>Degree of Restriction</i></u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

**Temporary Duty (TDY) Travel** Temporary travel away from the traveler’s PDS. It includes duty traditionally called “temporary additional duty” (TAD). There are three types of TDY travel with different entitlements:

*Business Travel* Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

*Schoolhouse Training Travel.* Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

*Deployment, Group and Unit Travel* Travel of groups of people together. Includes units traveling in support of combat missions such as Desert Storm, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The government provides all transportation, lodging, and eating facilities during deployment or group travel.

**Trip Record.** This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.